

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE

MINUTES – MONDAY December 14, 2009

Chairman Coombs and called the meeting to order at 6:05 PM in Conference Room One.

Present:

Committee Member Name	Present	Absent	Excused
Joseph Coombs, Chairman	X		
Tim Tuell, Vice Chairman			X
Raymond Grasso	X		
Richard LePore	X		
Luke McEntire	X		
Carmen Pace	X		
Stuart Temple, Clerk	X		
Liaison Present			
Paul Montinieri, Council Liaison		X	
Tony Martino, Staff Liaison			X
Mike Turner, Staff Liaison	X		
Staff & Guest Present			
Jeff Bridges, Town Manager			X
Laurel Goodgion, Librarian	X		

Today is day 938 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of November 10, 2009 Meeting – Correction to Page 5 Item 3E-5, where Mike Turner noted Building Officials observation that sink was no longer ADA compliant. Photos submitted by Laurel Goodgion indicate compliance. Motion made by Carmen Pace seconded by Stuart Temple to approve the minutes. **All members voted in favor.**

3. Items for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. AT&T – Quote No. 10 - \$3,915.06 – Mike Turner advised this is for racks and shelves in the Town Council Chambers, coax and CAT 6 cabling between the second floor data room and basement remote. Motion made by Stuart Temple seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
2. Bay State Elevator – Invoice 62490 - \$1,500.00 – Motion made by Stuart Temple seconded by Richard LePore to approve this payment. **All members voted in favor.**
3. Bay State Elevator – Invoice 62491 - \$159.00 – Motion made by Stuart Temple seconded by Richard LePore to approve this payment. **All members voted in favor.**
4. Bay State Elevator – Invoice 62492 - \$695.00 – Motion made by Stuart Temple seconded by Richard LePore to approve this payment. **All members voted in favor.**
5. Szewczak Associates – Invoice 13460 - \$1,472.50 – Motion made by Stuart Temple seconded by Richard LePore to approve this payment. **All members voted in favor.**

B. Change Orders

1. PCO 29R4 – Structural Changes at Concrete Infills - \$16,000.00. Mike Turner reviewed the budget impact of the \$16,000.00. Committee did not want to act previously and needed Tim Tuell's input. Chairman Coombs stated Tim Tuell had an opportunity to comment and was ok. Luke McEntire pointed out data to support CCD by Peter Wells; potential to loose in arbitration. Structural Engineer was conservative. Motion made by Luke McEntire seconded by Carmen Pace to approve this PCO. **All but one member voted in favor (Stuart Temple opposed).** Motion passed.
2. PCO 60 – Credit for Sprinkler Heads Not Installed. - (\$131.00) – Chairman Coombs noted we could ask for pipe as well, but it's not worth it. Motion made by Raymond

Grasso seconded by Stuart Temple to approve this credit. **All members voted in favor.**

C. Staff Information

1. Updated Budget Sheet dated November 13, 2009 – Motion by Raymond Grasso seconded by Richard LePore to receive this as information. **All members voted in favor.**
2. Updated Punch List dated November 19, 2009 – Motion by Stuart Temple seconded by Carmen Pace to receive this as information. **All members voted in favor.**
3. Town Attorney letter re: use of KSR Retainage – Chairman Coombs held release of payment of the last requisition until the letter was received from Jack Bradley. Motion by Stuart Temple seconded by Raymond Grasso to receive this as information. **All members voted in favor.**
4. Town Attorney letter re: Police HQ Window Warrantee – Raymond Grasso noted Mike Turner agreement that the building was turned over and this should be a capital improvement issue. Mike Turner explained all 17 are south facing windows. Motion made by Stuart Temple seconded by Raymond Grasso to receive this as information and forward it to the Town Council. **All members voted in favor.**
5. Mike Turner December 7, 2009 Letter - "Status of Nutmeg Mediation Issues" – Motion made by Raymond Grasso seconded by Stuart Temple to receive this as information and refer it to Jack Bradley for appropriate action.. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised John Dietz did minor touch up painting and tile base work. Chairman Coombs suggested and committee agreed to price out value of remaining work and give demand letter to have KSR complete.
2. Authorization to purchase landscaping Brick Pavers - \$2,000.00 – Luke McEntire had a concern about the dollars available. Chairman Coombs noted that the drain was not functional as currently graded. Motion made by Stuart Temple seconded by Raymond Grasso to receive as information and authorize expenditure to order pavers in an amount not to exceed \$2,000.00. **All members voted in favor.**
3. Quote for Duct Work Social Services - \$1,875.00 – Motion made by Raymond Grasso seconded by Luke McEntire to accept this as information. **All members voted in favor.**
4. Quote for Broken Window Replacement – Mike Turner advised he was still waiting for a quote on replacing the window damaged by vandals. He is estimating the cost at \$5,000 as this is our deductible with our Insurance Company. If the quote is over \$5,000 he will submit the claim to CIRMA (Town's Insurance Carrier). Motion was made by Raymond Grasso seconded by Luke McEntire to authorize staff for firm quote. **All members voted in favor.**
5. Quote for ADA drop in stove Library Staff Room - \$944.10 – Motion made by Raymond Grasso seconded by Luke McEntire to table purchase of stove for \$944.10 until budget is rectified. **All members voted in favor.**

E. New Business

1. Roof Warranty – Should not be 2008. It should be May 4, 2009 the date of substantial completion.
2. Mike Turner distributed a draft budget sheet dated 12-14-09 and two change orders not previously acted upon, PCO's 63 & 66. Motion made by Stuart Temple, seconded by Ray Grasso to add this info to the agenda. **All members voted in favor.**
3. PCO 63- Misc. Mechanical Changes - \$ 2103.20. This work was previously completed but KSR paperwork never submitted. Motion made by Ray Grasso,

seconded by Stuart Temple to accept the PCO change. **All members voted in favor.**

4. PCO 66- Acoustic ceiling Repair- \$ 2094.89- this is for work authorized by Chairman Coombs in the library to enclose sprinkler and wiring. Motion made by Ray Grasso, seconded by Stuart Temple to accept the PCO change. **All members voted in favor.**
5. Draft Budget dated Dec, 14, 2009 – Mike Turner pointed out financial picture in this draft budget. Laurel Goodgion noted other fund income such as Hartford Foundation, Moms Club and Friends of the Library were already spent. She also noted the Library has used their own funds to purchase tables and chairs for meeting room. Mike went over status of each line and was asked by the committee to prepare a new reconciliation and get firm quotes/estimates on specific items and report at next meeting.

4. Next Scheduled Meeting:

A. Future Meetings will be scheduled on an as needed basis.

Adjournment: Motion made by Raymond Grasso seconded by Richard LePore to adjourn. **All members voted in favor.** Meeting adjourned at 7:30 PM

I hereby certify that the above is a true copy of the minutes approved by the Town Hall Renovation Committee.

Stuart Temple, Clerk

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